PHILIP MORRIS USA INTER-OFFICE CORRESPONDENCE
Riverfront Plaza, East Tower, 8th floor, 951 E. Byrd Street, Richmond, Va. 23219

TWIDSPORTS

CDR FILE PRINTOUT

2070884209

Source: https://www.industrydocuments.ucsf.edu/docs/jlhn0004

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Twidsports Inc. **Marketing-Events**

Also Known As *****

SUMMARY

Primary	Yes	**Reportable**	Yes
BP Type	Service Provider	**Next Assessment**	*****
Service Provided	Promotional	**Y2K Project Planned-Completion Date**	*****
Criticality	Tier 3	**Risk**	Tier 3

Criticality Explanation

does not significantly impact the marketing, making or selling of our product and may easily replaced.

Risk Explanation

The only technology used is the Apple powerbook and HP printer that PM has provided to the partner. The powerbook Y2K compliance was verified against the PM Tech Services intranet site to validate Y2K compliance.

COMPLETION PLAN

Projected Closeout Date	01/15/2000	**Actual Closeout Date**	*****
Monitoring Status	Completed	**Monitoring Completion Date**	12/01/1998
		Library Submission Date	*****

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Monitoring Completion Explanation

Equipment has been replaced. (A "year 2000 checklist, signed by Bob Markee, is on file in the Central Library. It shows that Twidsports' equipment was upgraded.)

	[illegible]	[illegible]	[illegible]
Completion Level	Level 1	N/A	01/06/2000

Completion Level Obtained Explanation

As of 1/6/2000 the Business Area had not secured a written level 1 completeness statement. However, PM provides the equipment for Twidsports, and we have on file an internal checklist signed by Bob Markee indicating that Twidsports' equipment was upgraded. Furthermore, the CDC has passed without incident from Twidsports, so the Marketing BP Team is satisfied that the partner is Y2K ready. The Marketing BP Team recommends closing out the partner without any further attempts to secure a level 1 completeness statement. A close-out packet has been sent to the Business Area with this recommendation.

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Closeout Plan

A close-out packet has been sent to the Business Area for their review and approval. Once approved, the CDR file will be closed.

Action Plan Narrative

No further action required. A close-out packet has been sent to the Business Area for their review and approval.

Comments

The overall risk factor of this Business Partner to Philip Morris is evaluated as low. Service Provided: On-site support of marlboro motorsports program. Reports e-mailed using the business partner network

CONTINGENCY PLAN

Contingency Plan	No	*****

Reason For No Contingency Plan

This Business Partner is not Tier 1 critical.

Contingency Plan	*****	N/A	*****

Reason For Not Invoking Contingency Plan

*****

CONTRACT

Contract In Place (Y/N) No **Contract Submitted Date** *****

ELECTRONIC INTERFACE

Electronic Interface (Y/N) No

Electronic Interface Description

*****

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E/I Testing Required (Y/N) No

E/I Reason For Not Testing

No E/I to test.

E/I Test Plan

*****

E/I Test Completion Date *****

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E/I Test Results
*****

GENERAL

Contact Name Main Telephone	Title Direct Telephone	Company Extension	Address1 Fax	Address2 Internet Address	City E-Mail	State	Country	Zip Code
Peter Twiddy (941) 793-3101	President *****	Twidsports Inc. *****	2718 Bayview Drive (941) 793-3973	***** *****	Naples FL *****		*****	33962

PM Contact Jose Fontanez
IS Contact Tom Bonomo
BP Coordinator Roy Reynolds
BP Category PM USA
DP Platform Apple Macintosh
DP Language *****

Contact Date / Narrative	Type	Contactor	Category
Contact Log			
01/06/2000	Letter	Roy Reynolds	General
During the latter half of 1999, and up to January 6, 2000, the Business Area was unable to secure a written completeness/readiness statement from Twidsports. However, Twidsports is essentially a one-man operation and all of his equipment is provided to him by PM. A December 1998 contact log from Bob Markee states that the PM equipment was upgraded to ensure compliance; and a Year 2000 checklist signed by Bob Markee is on file in the Central Library showing that Twidsports' equipment was upgraded. In addition, since the CDC has already passed without incident from Twidsports, the Marketing BP Team is satisfied that Twidsports is Y2K Ready. Therefore, the Marketing BP Team recommends closing out the CDR file without spending any additional efforts to secure a written level 1 completeness statement. A close-out packet with this recommendation has been sent to the Business Area for their review and approval.			
12/01/1998	Meeting	Bob Markee	General
Bob replaced or upgraded all PM equipment to ensure compliance. Send letter.			
11/06/1997	Meeting	Linda Forsyth	Y2K Assessment
Twidsports, Inc. supports the Philip Morris, USA Events Unit by providing on-site assistance at all Marlboro Motorsports programs. The sole proprietor, Peter Twiddy, travels to all Indy car races and secures sponsorship agreements. Philip Morris has provided an Apple 540C powerbook and Hewlitt-Packard printer to Twidsports. Peter Twiddy uses this equipment to provide status and expense reports to Philip Morris via e-mail over the business partner network. This report concludes that there is little, if any, exposure presented by this business partner in the performance of the duties contracted for by Philip Morris USA.			

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Data Owner: Dan Riegel

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